

Evaluation Dates

All full-time employees serve a probationary period before being appointed to a position on a regular basis. The date on which you successfully complete your initial probationary period becomes your **evaluation date**. You will be evaluated yearly on this date.

If you are promoted or transferred to a position in a different department, you will complete a six (6) month probation period, to include a performance evaluation. The completion date of the probationary period will now become your new annual performance evaluation date, with the following exception: if you are redlined, and after your promotion you are still redlined, you will have an evaluation after your six (6) month probationary period is completed, and then you will be evaluated six (6) months after that to be considered for a redline bonus.

Evaluations

Evaluations at the end of your probationary period and on your anniversary dates are given to insure quality performance in all city employees, to provide feedback concerning your work, to set work performance goals for the coming year, and to determine eligibility for merit raises. An unsatisfactory evaluation may be grounds for termination or for an extended probationary period.